

Instructions for completing the Balance of State CoC Coordinated Entry forms

You'll find in the zip folder that contained these instructions, several other forms:

- CE Vulnerability Tool
- Consent Form
- Housing Preference Form

The first, CE Vulnerability Tool, is the form that gives us the information necessary to help identify an appropriate housing program for you. Please fill in this form as completely as you are comfortable doing so. It's important to note that the more information we have, the easier it will be for us to identify an appropriate housing program for you. You can complete this on the computer, or by hand.

The second, Consent Form, allows us to forward your information to an appropriate program. They will then call you and invite you to meet with them for a more comprehensive screening for their specific program. Please note that if we do not receive this form completed and signed, we cannot actually forward your information onto any programs. Complete the Substance Use section of the release **ONLY** if you have indicated in Section 4B. of the Vulnerability Assessment that you have now or in the past had a substance use disorder.

The third, Housing Preference Form, helps us understand what kind of housing you are in need of and what areas you can live in. We have included a map of all of the available cities and towns for you to better decide which ones you would be willing to live in.

Once you've completed your forms, you can get them back to us in either of the following ways:

- Scan and e-mail them to Joanna.Bowen@state.ma.us.
- Mail them to Joanna Bowen
DHCD, 100 Cambridge St., Suite 300
Boston MA 02114

If you have any questions, feel free to call Joanna at 617-573-1339.